

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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Title: Recertification Examination Requirement		
Regulatory Authority: 12VAC5-31-1640		
Date of Issue: December 1, 2002	Effective Date: January 1, 2003	

A. Individuals requesting to recertify who hold current (not expired) certifications are required to successfully complete the state written examination process based upon the following guidelines:

1. All individuals who are not affiliated with a licensed EMS agency must take the state written examination to recertify.
2. Individuals affiliated with a licensed EMS agency may be granted an Exam Waiver from the state written recertification examination by the Operational Medical Director (OMD) of the EMS agency, provided:
 - a. The individual has met all agency based recertification requirements established by the OMD.
 - b. A completed "Virginia EMS Certification Application" signed by the OMD and the individual is submitted to the Office documenting the Exam Waiver.
 - c. A "Virginia EMS Certification Application" form submitted as an Exam Waiver must be received by the Office no later than thirty (30) days following the expiration of the individual's certification at the level being "Waived".
 - i. "Virginia EMS Certification Application" forms received by the Office during the thirty (30) days after the individual's certification expiration date will be considered valid for recertification purposes. However, during this period following expiration, the individual may not practice at the expired certification level.
 - ii. "Virginia EMS Certification Application" forms received by the Office more than thirty (30) days after the individual's certification expiration date will be considered as invalid and the individual will be deemed in **Re-Entry Status** and required to test to regain current certification under Section **T-205**.
3. Note: In all cases, an individual holding current (not expired) certification may choose to complete recertification by successful completion of the state written recertification

examination, regardless of licensed EMS agency affiliation or agency OMD willingness to approve an Exam Waiver.

B. Candidates in **Current Provider Status** required or choosing to take the state recertification examination must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

1. Recertification Eligibility Notice letter from the Office of EMS.
2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.